



BOARD/S.O.T.A.
Professional Development Fund
INDIVIDUAL Conference Report
(must be completed on an individual basis)



Name: _____ School: _____

Conference/Activity: _____

Title/Major Emphasis: _____

Conference Location: _____ Dates of Conference: _____

Please email a brief summary using the outline below as a guide. The remainder of your PD funds will not be reimbursed until this report is received. **Reports should be submitted on an individual basis – group reports will not be accepted.** This will be circulated to the Board/SOTA PD Committee Chairs and the Board of Trustees.

1. **Rationale and objectives for attendance.**
2. **Sessions of particular interest/value**
 - Summary description
 - Significance to your specific teaching situation
 - Implications for Seven Oaks/education at large
 - Your personal comments on the session
3. **Notable resource people**
 - Names
 - Areas
4. **Other comments (if any)**

Your report should be emailed to: margret.borodenko@7oaks.org

Please complete the following:

The conference was: _____ Very valuable
_____ Somewhat valuable
_____ Not Very valuable

Seven Oaks should send teachers to this conference: _____ Regularly
_____ Occasionally
_____ Never again
_____ No opinion

Would you be willing to present a verbal report or an in-service session on some aspect of the conference you attended?

_____ Yes ___ Verbal Report ___ In-Service session
_____ No

**Please email your report to
And return this form with your Conference Expense Report.**